



Federal Program Officer Training Manual

Grants Online Overview & System Navigation

Prepared by BearingPoint, Inc.

Version 1.0

May 17, 2005



Table of Contents

DOCUMENT CONVENTIONS.....	I
GRANTS ONLINE OVERVIEW	1
GRANTS ONLINE SOFTWARE DESCRIPTION.....	1
GETTING STARTED	3
Accessing Grants Online	3
Logging in to Grants Online.....	4
Logging in to Grants Online.....	5
GRANTS ONLINE NAVIGATION FEATURES	6
MANAGING YOUR INBOX	7
Accessing Notifications.....	8
Archiving and Deleting Notifications.....	9
Viewing Notifications	9
Accessing Archived Notifications	10
Deleting Archived Notifications.....	10
Viewing Archived Notifications.....	10
<i>Tasks</i>	11
Accessing Tasks	11
Viewing a Task.....	11
Filtering Tasks.....	11
<i>Send Message</i>	12
Accessing Send Message.....	12
Sending Individual Notifications.....	12
Sending Group Messages	13
MANAGING YOUR PROFILE	14
Accessing My Profile	14
Editing Your Profile	15
<i>My Preferences</i>	16
Accessing My Preferences	16
Customizing Notifications and Tasks Headers.....	17
Changing Your Password.....	18
<i>My Delegations</i>	19
Accessing My Delegations	19
Adding a Delegation.....	19
Rescinding a Delegation.....	20
Logging in as a Delegate	21
HOW TO SEARCH FOR AN RFA	22
Searching an RFA	22

Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

What it means.

Text in Bold; Click **Done**

Indicates a command.

Text in Italics; *RFA Details* screen appears.

Indicates a screen.

Notes and Warnings

Notes and Warnings are used to indicate additional information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning!

Business process may not work as desired or a procedure may produce an undesirable effect.

This page intentionally left blank.

Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program policies to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serving the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

This page intentionally left blank.

Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Manual Objectives You can use this manual to accomplish the following objectives:

- Obtaining your password
- How to login
- Identify Grants Online screen features
- Managing your Inbox
- Updating your profile

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



NOAA Grants Online

ABOUT GRANTS ONLINE | OPPORTUNITIES | PROGRAMS | SEARCH | SITE MAP | HELP

Welcome to Grants Online

General Public
Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants
To Find and Apply for a NOAA grant, go to the grants.gov website.

Current Grant Recipient

- View information about your current NOAA grants
- Submit post-award action requests, progress reports, and financial reports
- Correspond with your NOAA Program Officer and Grant Specialist

Reviewers

- Access current applications assigned to you
- Submit your review comments and scores

NOAA Staff

- Generate funding notices
- Review grant applications
- Select applications for award
- Process selected applications
- Award and manage grants
- Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username

Password

Password Lookup Enter

NOAA
Publication of the National Oceanic & Atmospheric Administration
(NOAA), U.S. Department of Commerce.
Last updated: 2005/03/09 17:53 v1.4
<http://www.noaa.gov>

Accessibility Privacy Policy



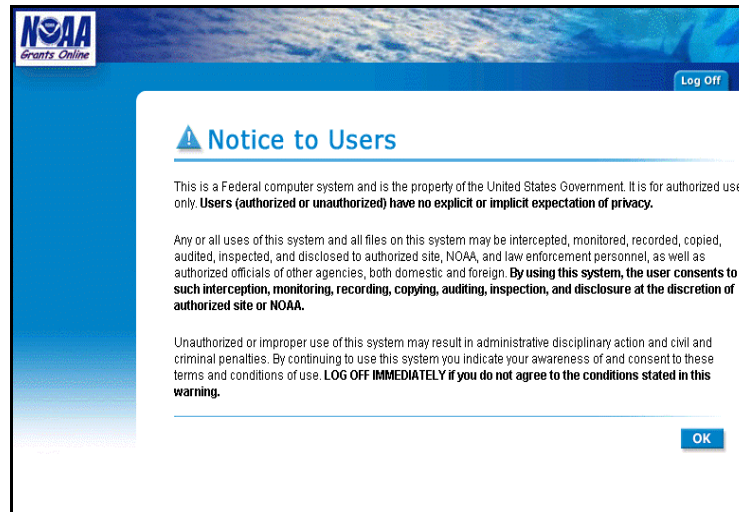
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

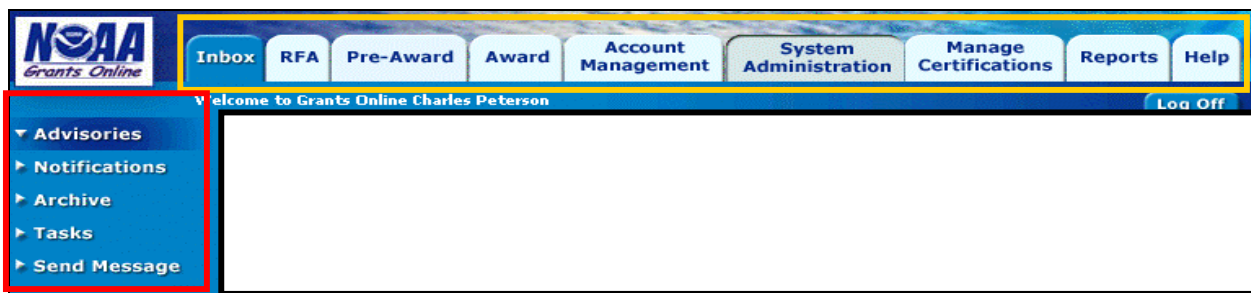
5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



Grants Online Navigation Features

Overview Navigating Grants Online is a simple process. The look and feel of the system requires the use of a mouse and keyboard for navigation. Access to certain features of Grants Online is based on your user role. Your user role determines the required access for you to do your work in Grants Online.

Screen Layout



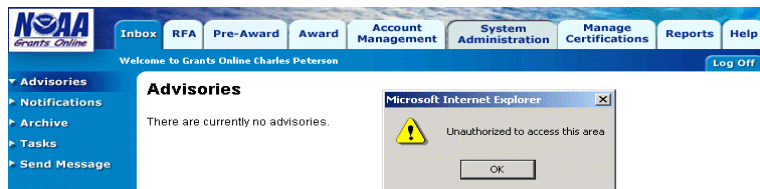
Screen Layout Defined

Once you have successfully logged into Grants Online, the system will default you to the Inbox tab. Grants Online is actually broken into several areas:

- **Tabs:** Highlighted by the gold border and located at the top of the page are Grants Online Tabs. Use the Tabs to navigate within the different areas of Grants Online. Click on the appropriate Tab to navigate to the desired area.



Note: Access to various Tabs is determined by your user role. A grayed out Tab will denote restricted areas. If trying to access a restricted area, a pop up message will display, stating “Unauthorized to access this area” (see below).

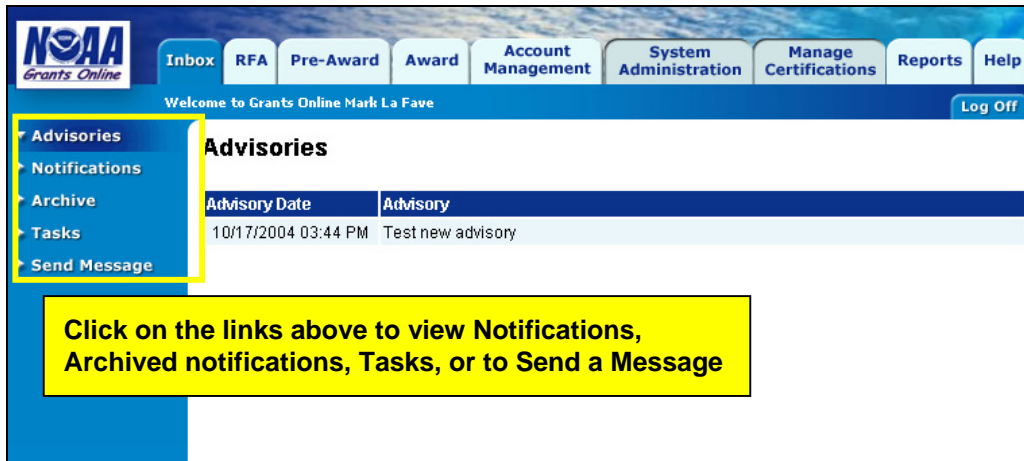


- **Navigation Pane:** Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- **Document Pane:** Highlighted by the black border, is the document pane. This is located in the middle of the screen. This is where most of the data in Grants Online will be input.

Managing Your Inbox

Managing your Inbox is a straightforward task. From your Inbox you can access and view information related to: system advisories, notifications and tasks. You may also send an email to a group or to an individual.

Advisories Upon successfully logging into the system, you will be taken by default to the advisories page within the Inbox Tab. In figure 3, you can view any advisories noted in the system. These are created by the system administrator and cannot be edited.



Accessing Notifications

1. From the Inbox Tab, click **Notifications**
 - *Notifications* screen appears



14,859 items found, displaying 1 to 10. [First] [Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next] [Last]

Notification ID	Recipient Name	Sender Name	Subject	Created Date
737202	Solomon King	Mark La Fave	Procurement Request 103131 for Award File 103130	2005-04-05 18:28:01.0
724053	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 15:14:01.0
724013	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 15:10:54.0
723973	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 15:07:59.0
723933	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 15:04:59.0
723893	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 15:01:52.0
723853	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 14:58:53.0
723813	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 14:55:52.0
723773	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 14:52:53.0
723736	Solomon King	Solomon King	Solomon King Reminder	2005-03-29 14:49:52.0

[Archive](#) [Delete](#)

Notifications Notifications are displayed in your Inbox to inform you that you have tasks assigned to you through the workflow process. Other types of notifications include information related to: direct assignments, status within the workflow process, and overdue tasks. You can archive your tasks or delete them by checking the box and clicking on the blue Archive or Delete button.



Note: You can modify the notifications that appear in your Inbox through the Account Management Tab. Archived notifications appear in your Archive folder, accessible by clicking on the Archive link.

Archiving and Deleting Notifications

1. Click the check box next to the notification you wish to archive or delete
2. Click the blue **Archive** button or the blue **Delete** button
 - The task is moved to the *Archives* folder or is permanently deleted



Note: You can delete or archive an entire page of your notifications at once by checking the box in the header column (seen below)

<input checked="" type="checkbox"/>	Notification ID	Recipient Name	Sender Name	Subject	Created Date
-------------------------------------	-----------------	----------------	-------------	---------	--------------



Warning!

Once a notification is deleted, it cannot be recovered.

Viewing Notifications

1. Click on the **ID number** next to the notification you wish to view
 - *Notification Details* screen appears
2. Click **Ok** to close the task and return to the *Notifications* screen

Archived Notifications

Archived Notifications is your personal repository for all notifications you would like to maintain for historical purposes.

Accessing Archived Notifications

1. From the Inbox Tab, click **Archive**
 - Archive screen appears

10 items found, displaying all items. 1

<input type="checkbox"/>	Notification ID	Recipient Name	Sender Name	Subject	Created Date
<input type="checkbox"/>	513670	Solomon King	Solomon King	Reminder	2005-03-09 15:57:23.0
<input type="checkbox"/>	513636	Solomon King	Solomon King	Reminder	2005-03-09 15:54:24.0
<input type="checkbox"/>	513629	Solomon King	Solomon King	Reminder	2005-03-09 15:54:24.0
<input type="checkbox"/>	513595	Solomon King	Solomon King	Reminder	2005-03-09 15:51:25.0
<input type="checkbox"/>	513588	Solomon King	Solomon King	Reminder	2005-03-09 15:51:24.0
<input type="checkbox"/>	513552	Solomon King	Solomon King	Reminder	2005-03-09 15:48:25.0
<input type="checkbox"/>	513545	Solomon King	Solomon King	Reminder	2005-03-09 15:48:24.0
<input type="checkbox"/>	513511	Solomon King	Solomon King	Reminder	2005-03-09 15:45:28.0
<input type="checkbox"/>	513504	Solomon King	Solomon King	Reminder	2005-03-09 15:45:26.0
<input type="checkbox"/>	513470	Solomon King	Solomon King	Reminder	2005-03-09 15:42:45.0

Delete

Deleting Archived Notifications

1. Select the notification you wish to delete by clicking in the check box next to that action
2. Click the **Delete** button
 - The task will be removed from *Archived Notifications*



Warning!

Once a notification is deleted, it cannot be recovered

Viewing Archived Notifications

1. Click **View** next to the notification you wish to view
 - Notification Details screen appears
2. Click **Ok** to close the notification and return to the *Notifications* screen

Tasks

While Notifications alert you to an action you must complete, Tasks allow you to complete that action assigned to you within the workflow. Tasks that are assigned to you can be located in the Task section in the Inbox Tab.

Accessing Tasks

- From the Inbox Tab, click **Tasks**
 - Inbox Tasks* screen appears

NOAA Grants Online

Welcome to Grants Online Florence LeDeaux [Log Off](#)

Inbox Tasks

Document Type: Status: [Apply Filter >>](#)

View	Task Id	Task Name	Task Description	Task Status	Document Type	Document Id	Start Date	Due Date	Completed Date
View	10385	Review Grant File		Not Started	GRNTFILE	105454			
View	9983	Review		In Progress	FFO	104635	08/30/2004 01:55 PM		
View	9980	Review		Not Started	FFO	104796			
View	9384	FALD Review Selection Package		In Progress	SELPKG	104923	08/31/2004 06:01 PM		
View	9383	FALD Review Selection Package		Not Started	SELPKG	104922			
View	9257	FALD Review Selection Package		In Progress	SELPKG	104872	08/31/2004 03:59 PM		
View	9213	FALD Review Selection Package		Not Started	SELPKG	104851			
View	9089	FALD Review Selection Package		In Progress	SELPKG	104786	08/31/2004 11:47 AM		

Page 1 of 1



Note: Customizing the Tasks view may be accomplished through the Account Management Tab.

Viewing a Task

- Click **View** next to the task you wish to view
 - Launch Page* appears. From this page you may perform your assigned work by selecting an action in the action dropdown.

Filtering Tasks

- Select the **Document Type** in the drop-down menu
- Select the **Status** in the drop-down menu
- Click **Apply Filter**
 - Tasks** screen appears

Document Type: Status: [Apply Filter >>](#)

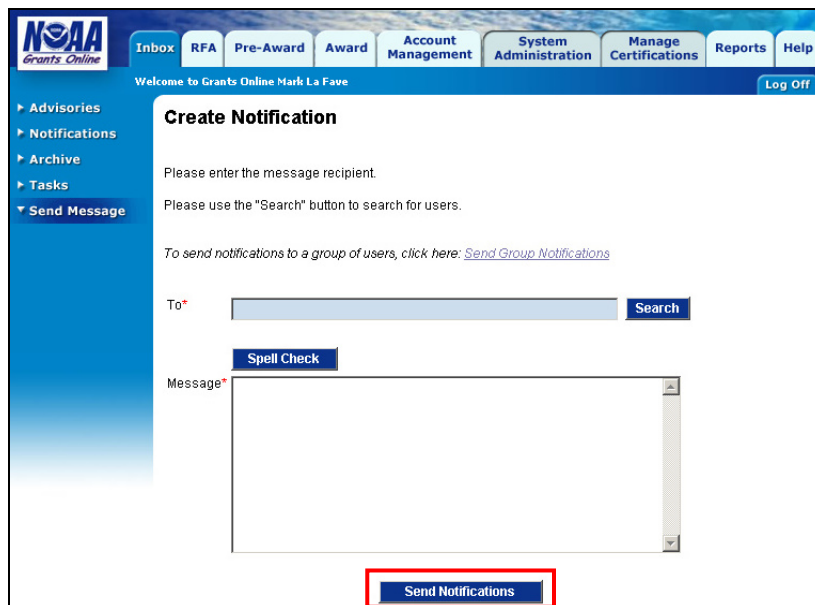
Send Message

Notifications can be created to send to an individual or to a group. The email is sent to the email address indicated in the user's profile.

Accessing Send Message

From the Inbox Tab, click **Send Message**

- *Send Message* screen appears



Sending Individual Notifications

1. Select **Search** in the "To" field
2. Select the individual to whom you wish to send a notification
3. Type the body of the notification in the MESSAGE box
4. Click **Spell Check** to check your spelling
5. Click **Send Notifications** once the message has been completed

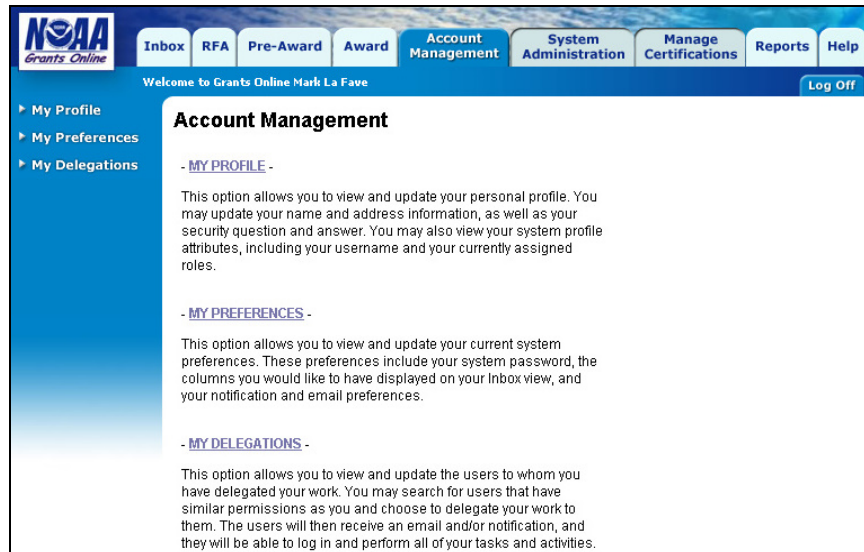
Sending Group Messages

1. Click **Send Group Notifications**
2. Select the individuals to whom you wish to send a notification
3. Type the body of the notification in the MESSAGE box
4. Click **Send Notifications**

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A user is logged in as Mark La Fave. The left sidebar contains a menu with options: Advisories, Notifications, Archive, Tasks, and Send Message (which is highlighted). The main content area is titled 'Create Group Notification'. It contains instructions: 'Please select the message recipients. Messages will be sent to any Grants Online user who meets all criteria specified below. Use key to select multiple groups. To send a notification to a single user, click here: [Send Single Notification](#)'. There are two dropdown menus: 'Organizations' with values '901 Tribal', 'American University', 'Award', and 'Award'; and 'Roles' with values 'AGO', 'Awardee', 'Budget Officer', and 'CAMS Finance Representative'. Below these is a 'Spell Check' button. A large text area labeled 'Message: *' is provided for the notification body. At the bottom right, there are 'Cancel' and 'Send Notifications' buttons, with the latter highlighted by a red rectangle.

Managing Your Profile

The Account Management Tab allows you to view your Profile, Preferences and Delegations. Within this tab you can update your profile, customize your Notifications and Tasks preferences, and delegate your inbox to other users.



Accessing My Profile

- From the Account Management Tab, click **My Profile**
 - My Profile* screen appears



Note: To change roles and affiliations, contact the Help Desk

Editing Your Profile

1. Click **Edit** (once you click edit, the screen will become formatted like the one below)
2. Make the necessary changes
3. Click **Save** to capture your changes
4. Click **Save and Return to Main** to return to the Account Management tab main screen
5. Click **Cancel** to go back to the previous screen (any changes you made will NOT be saved)

Manage Profile

Prefix:

First Name:

Middle Name:

Last Name:

Affix:

User Account Details

User Name:

Security Question:

Security Answer:

Active Flag:

Affiliations

Details	Organization	Position	Phone	Address
Details	SOUTH EAST REGIONAL OFFICE - NMFS		(111)111-1111	1315 East-West Highway, Silver Spring, MD 20910 USA

[Add a new affiliation >>](#)

Assigned Roles

Role	Organization
Federal Program Officer - Certified	NORTH EAST REGIONAL OFFICE - NMFS
Federal Program Officer - Certified	SOUTH EAST REGIONAL OFFICE - NMFS

Save **Save and Return To Main** **Cancel**

Security Question and Security Answer are areas used by the Help Desk team. If you call the Help Desk to request to reset your password, support specialist will ask you this personalized question and you will provide the answer as a means of authenticating the caller.

My Preferences

Customize your viewing preferences through the *My Preferences* screen. You may add/remove email Inbox notifications. This will remove notifications sent to your external email account only. Headings may be customized to display certain fields on your Tasks and Notifications screens. Additionally, you may change your password for Grants Online.

Accessing My Preferences

1. From the Account Management Tab, click **My Preferences**
 - *My Preferences* screen appears

	Grants Online Inbox	Email Inbox
System Generated Advisories		
Password Expiration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduled Downtime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Workflow		
Task Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delegation of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Notices		
Expired Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overdue Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Customizing Notifications and Tasks Headers

1. Select desired Notification and/or tasks to enable/disable
2. Click box to enable or disable to the right of the task
3. Click **Save**

Task Preferences

	Displayed
General Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
RFA Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Award Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
Status	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>
PostAward Tasks	
Task Id	<input checked="" type="checkbox"/>
Task Name	<input checked="" type="checkbox"/>
Award Number	<input checked="" type="checkbox"/>
Task Status	<input checked="" type="checkbox"/>
Document Id	<input checked="" type="checkbox"/>
Document Type	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Completed Date	<input checked="" type="checkbox"/>

Save

Changing Your Password

1. Click **Change Password** in the *User Preferences* screen



- *Change Password* screen appears
2. Enter old password (see picture below)
 3. Enter new password (see picture below)
 4. Enter new password again to confirm (see picture below)
 5. Click **Submit**

A screenshot of the NOAA Grants Online 'Change Password' screen. The top navigation bar is the same as the previous screenshot. The left sidebar shows 'My Profile', 'My Preferences' (selected), and 'My Delegations'. The main content area is titled 'Change Password'. It contains three input fields: 'Old Password :*', 'New Password :*', and 'Confirm New Password :*'. To the right of these fields are 'Password Guidelines :'. Below the input fields are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red rectangular box.

Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the **ONLY** ones that are valid (_\$#)

My Delegations

When you select the My Delegations link in the Account Management Tab, you will be able to view existing delegates, add delegates and rescind delegates. The only people you can select to be a delegate are those that have roles matching yours. Example – a Program Officer cannot create a delegation to an individual who only has the role of Budget Officer.

Accessing My Delegations

1. From the Account Management Tab, click **My Delegations**
 - *Delegate Authority* screen appears

Adding a Delegation

1. Search by First Name, Last Name, Organization or Role
2. Click **Find Peers**
3. Select delegations
4. Click **Delegate**

Rescinding a Delegation

1. From the Account Management Tab, click **My Delegations**
 - *My Delegations* screen appears
2. Click on **Rescind** to remove the individual as your delegate

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Solomon King Log Off

My Profile
My Preferences
My Delegations

Delegate Authority

Current Peers on delegation List:

Action	Prefix	Affix	Name	Phone	Email	Fax	Title	Organization
Rescind	Mr.		Charles Peterson	301-713-0105	charles.peterson@noaa.gov			SOUTH EAST

Search for Peers
Please note that this search will only cover those users who match the criteria and have at least the same permissions as you do.

First Name:

Last Name:

Organization:

Role:
AWardee
Budget Officer
CAMS Finance Representative

[Find Peers](#)

Logging in as a Delegate

1. Log in to Grants Online with your normal user name
2. Click **OK** on the *Notice to Users* page
3. Choose to either continue in as yourself (**Continue to Inbox**) or to go in as the person who delegated to you (**Select** – by the person's name)



Warning!

It can take up to three minutes for the system to process your request to go in as a delegate .

Select	User Name
Select	Solomon King

[Continue to Inbox](#)



Note: When you are in Grants Online as a delegate, the system will identify you as a delegate of that individual (see below). ** Both you and the delegate can work in Grants Online simultaneously.

OPERATING AS DELEGATE FOR SOLOMON KING

How to Search for an RFA

This section will provide you with a step-by-step process on how to search for an RFA that is fully or partially created.

Searching an RFA

1. Once you have logged in to Grants Online, click on the RFA tab
2. Click on the **Search** option to search for an existing RFA

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The RFA tab is selected. Below the navigation bar, a welcome message reads "Welcome to Grants Online Solomon King" with a "Log Off" button. On the left sidebar, there are links for "Create" and "Search". The main content area is titled "RFA" and contains two options: "- CREATE -" and "- SEARCH -". The "- SEARCH -" option is highlighted with a red box. Below the "- SEARCH -" option, a description states: "This option allows the user to search for existing RFAs. From the search results, the user can access the RFA's Document Launch Page."

3. Enter search criteria into at least one of the query fields listed
4. Click **Search** (the "Nothing found to display" message displays until you click the search button)

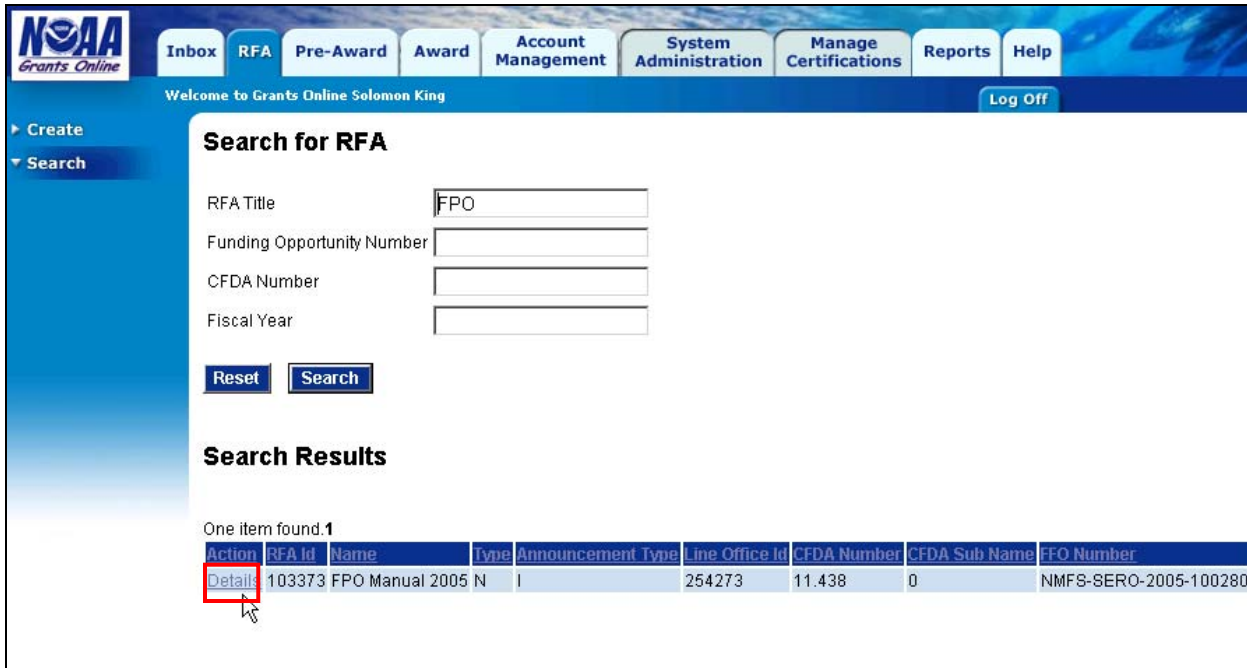
The screenshot shows the "Search for RFA" page in the NOAA Grants Online interface. The top navigation bar is the same as in the previous screenshot. The left sidebar shows "Create" and "Search" links. The main content area is titled "Search for RFA" and contains four input fields: "RFA Title" (with "FPO" entered), "Funding Opportunity Number", "CFDA Number", and "Fiscal Year". Below these fields are "Reset" and "Search" buttons. The "Search" button is highlighted with a red box. Below the search fields, the "Search Results" section displays the message "Nothing found to display."

Examples of good search criteria:

- Partial searches ("FPO" is used here to find an RFA entitled "FPO Manual 2005")
- Wildcards can be used.
 - % will yield results that have zero or more characters in between characters you entered as part of the search query

Searching for an RFA

5. The results from your search will display under the *Search Results* header
6. Select the RFA you want to view by clicking the **Details** link



The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Solomon King is displayed. On the left sidebar, there are links for Create and Search. The main content area is titled "Search for RFA" and contains search criteria fields: RFA Title (FPO), Funding Opportunity Number, CFDA Number, and Fiscal Year. Below these fields are "Reset" and "Search" buttons. The "Search Results" section indicates "One item found.1" and displays a table with the following data:

Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FPO Number
Details	103373	FPO Manual 2005 N	I		254273	11.438	0	NMFS-SERO-2005-100280



Note: The RFA name used in this manual is not a valid RFA name for an FPO to use. This name was selected as a means of using the data for the sake of this manual.

Searching for an RFA

7. The RFA Header page is now displayed
8. If you wish to view the details of your RFA click the **Go To RFA Details Page>>** link
9. If you wish to view the history of this RFA click the **view previous workflow history and comments>>** link

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A welcome message for Solomon King is displayed. The main content area is titled 'RFA' and shows details for RFA 103373, titled 'FPO Manual 2005'. It lists the creator as Solomon King, creation date as 04/14/2005, status as 'RFA Creation In Progress', and status date as 04/14/2005. A link to 'Go to RFA Details Page >>' is provided. Below this, a message states that no tasks are assigned to the user, but they can view the workflow history and comments. The 'RFA Header Information' section displays a table of details: Document ID (103373), Announcement Type (Initial), Funding Opportunity Number (NMFS-SERO-2005-100280), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (FPO Manual 2005), Fiscal Year (2005), CFDA Number (11.438), SubProgram, Assigned Program Office (SOUTH EAST REGIONAL), Assigned Program Officer (Mr. Solomon King), and Noncompetitive RFA Type (Congressionally Directed). Below this, sections for Sub Documents, Associated Documents, Additional Documents, and Associated Attachments all show 'Nothing found to display.'

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Solomon King **Log Off**

Create
Search

RFA

Id: 103373 **Title:** FPO Manual 2005
Creator: Solomon King **Create Date:** 04/14/2005
Status: RFA Creation In Progress **Status Date:** 04/14/2005
Last Edited User: Solomon King

[Go to RFA Details Page >>](#)

This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)

RFA Header Information

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

Sub Documents

Nothing found to display.

Associated Documents

Nothing found to display.

Additional Documents

Nothing found to display.

Associated Attachments

Nothing found to display.

This page intentionally left blank